

**NOTICE OF MEETING**  
**LONG BEACH CIVIL SERVICE COMMISSION**

THE REGULAR MEETING OF THE LONG BEACH CIVIL SERVICE COMMISSION WILL BE HELD ON  
WEDNESDAY, SEPTEMBER 30, 2009, AT 8:00 A.M. IN THE CONFERENCE ROOM OF THE  
COMMISSION ON THE 7<sup>TH</sup> FLOOR OF CITY HALL, 333 WEST OCEAN BOULEVARD, LONG BEACH.

**A G E N D A**

1. **MINUTES** – Regular Meeting of September 23, 2009
2. **REQUEST FOR PROVISIONAL APPOINTMENTS** – La Trussel Williams, Perry Daniel and Carmen Quezada, Housing Specialists
  - a. Communication from Dennis J. Thys, Director of Community Development
  - b. Staff report prepared by Donna deAraujo, Assistant Administrative Analyst
3. **REQUEST FOR TEMPORARY REASSIGNMENT FOR TRAINING** – Cheryl Davis, Clerk Typist to Engineering Technician
  - a. Communication from Cynthia Stafford, Personnel Services Officer, Public Works
  - b. Staff report prepared by Sal Ambriz, Personnel Analyst
4. **REQUEST FOR EXCEPTION TO CIVIL SERVICE RULES AND REGULATIONS** –  
Section 115 (3) – Assistant Administrative Analyst  
Staff report prepared by Caprice McDonald, Personnel Analyst
5. **REQUEST FOR PERMANENT ASSIGNMENT IN LIEU OF LAYOFF** – James Ruggirello, Cultural Program Supervisor to Community Services Supervisor
  - a. Communication from Suzanne R. Mason, Director of Human Resources
  - b. Staff report prepared by Donna deAraujo, Assistant Administrative Analyst
6. **BULLETIN** – Assistant Administrative Analyst
7. **EXAMINATION RESULTS**  
Civil Engineering Assistant
8. **EXTENSION OF EXPIRING ELIGIBLE LISTS (6 months)**  
Animal Control Officer  
Aquatics Supervisor  
Civil Engineer (10/8/08, 4/8/09, 4/29/09)  
Helicopter Mechanic  
Senior Civil Engineer (10/8/08)  
Supervisor Stores & Property  
Water Treatment Operator (4/8/09, 4/15/09)
9. **RETIREMENTS**  
Eugene Roston/General Maintenance Assistant/Harbor (27 yrs., 3 yrs.)  
Terence Murray/Principal Construction Inspector/Harbor (27 yrs., 6 mos.)  
Aubrey Neal/Principal Construction Inspector/Harbor (28 yrs., 8 mos.)

10. **TRANSFER** – Ashley Atkinson/Administrative Analyst III/Community Development/to Administrative Analyst III/Development Services
11. **SCHEDULE FOR HEARINGS**  
Reduction/Suspension Appeal 03-R/S-89 – Suggested Dates November 4 & 11, 2009  
Dismissal Appeal 05-D-89 – Suggested Dates December 2 & 9, 2009  
Dismissal Appeal 06-D-89 – Suggested Date December 16, 2009  
Dismissal Appeal 07-D-89 – Suggested Dates January 6, 13, & 20, 2010
12. **MANAGERS' REPORT**
13. **NEW BUSINESS**
14. **COMMENTS FROM PUBLIC** – The Civil Service Commission will hear from members of the public on matters within the Commission's jurisdiction.

#### **BUDGET WORKSHOP**

**9:00 A.M. – DISMISSAL HEARING 01-D-89**

**THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT BY REQUEST TO CIVIL SERVICE AT (562) 570-6059.**

**"THE CITY OF LONG BEACH INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL CIVIL SERVICE 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (562) 570-6059".**



**Date:** September 21, 2009  
**To:** Civil Service Commission  
**From:** Suzanne R. Mason, Director of Human Resources  
**Subject:** Permanent Reassignment In-Lieu of Layoff

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This memorandum is to request Commission authorization to approve a permanent reassignment of James Ruggirello, Cultural Program Supervisor, in the Department of Parks, Recreation and Marine, in lieu of layoff. This action is requested pursuant to Article VI, Section 67(5) of the Civil Service Rules and Regulations.

On September 9, 2009 the Commission approved an order of layoff in the Cultural Program Supervisor classification, which identified Mr. Ruggirello as one of the employees with the least amount of seniority in the Cultural Program Supervisor classification.

The Department of Parks, Recreation and Marine identified a vacant Community Services Supervisor position wherein to place Mr. Ruggirello, which limits the impact of the order of layoff. Mr. Ruggirello possesses the requisite knowledge, skills, and abilities to perform the duties of this classification.

Should you have questions or need any additional information, please feel free to contact me at 8-6140 or Ken Walker, Manager, Personnel Operations, at 8-6243.

SRM:KW:tb

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2009 SEP 21 AM 10:01  
CIVIL SERVICE DEPT.

1 **DATE:** September 30, 2009

2 **TO:** Civil Service Commission

3 **FROM:** *DMD* Donna deAraujo, Assistant Administrative Analyst

4 **SUBJECT: REQUEST FOR PERMANENT ASSIGNMENT TO AVOID LAYOFF –**  
5 **JAMES RUGGIRELLO**

6 Correspondence has been received from Suzanne R. Mason, Director of Human  
7 Resources, requesting Civil Service Commission approval to permanently assign  
8 James Ruggirello, Cultural Program Supervisor, Department of Parks, Recreation and  
9 Marine to the classification of Community Services Supervisor in the Department of  
10 Parks, Recreation and Marine. Staff has reviewed this request and recommends  
11 Commission approval in accordance with Article VI, Section 67(5) of the Civil Service  
12 Rules and Regulations.

13  
14 On September 9, 2009, the Civil Service Commission approved an Order of Layoff for  
15 staffing reductions in the Parks, Recreation and Marine Department. The classification  
16 of Cultural Program Supervisor was included in the Order of Layoff and Mr. Ruggirello  
17 was identified as being an impacted employee. Because Mr. Ruggirello did not have  
18 prior permanent status in any other classification, it was specified that he be laid off  
19 and placed on a priority list.

20  
21 Personnel Requisition PR 09-045 for a Community Services Supervisor vacancy in the  
22 Parks, Recreation and Marine Department, is on file in the Civil Service Department.  
23 The Parks, Recreation and Marine Department believes Mr. Ruggirello has the  
24 knowledge, skills and abilities to successfully perform the duties of this classification.  
25 Because Mr. Ruggirello will be changing classifications, he will be required to complete  
a probationary period in his new classification as a Community Services Supervisor.

1 In accordance with Section 97 of the Civil Service Rules and Regulations, Mr.  
2 Ruggirello will continue to be placed on a priority list for the Cultural Program  
3 Supervisor classification.

4  
5 Civil Service Department and Human Resources staff will respond to questions from  
6 the Commission.

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9 DMD  
10 Request for Permanent Assignment to Avoid Layoff 09-30-09  
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